



Quick Reference Guide (QRG) Summary of Changes

Creation Date: 01-20-2026

Revised Date:

Revised By:

Changes Made:

Copying an Existing Project

Step 1: Under the **Project Overview** header row, locate your needed project that needs to be copied.

▼ Project Overview

Save

▼

?

Q

Type search criteria or press Enter

Advanced

Showing 10 of 13180

0 changed

J/P Nu...	Fed/State/OTA P...	Type	Descr	
0000049	CIRB- TRAVIS	39 - 39	<div>GRADE, DRAIN. SURFACE AND BRIDGE</div>	▼
0000050	CIRB-	11 - BRIDGE AND APPRO	<div>BRIDGE</div>	▼
0000514	STPY-072A(475)TF	STP - SURFACE TRANSP	<div>LIGHTING</div>	▼

Step 2: Once the needed Project is found that you want to copy, click the **Row Action Arrow**.

▼ Project Overview

Save ▼ ?

Q

Type search criteria or press Enter

Advanced

Showing 10 of 13180

0 changed

J/P Nu...	Fed/State/OTA P...	Type	Descr
0000049	CIRB- TRAVIS	39 - 39	<div><div>Q</div>GRADE, DRAIN. SURFACE AND BRIDGE</div>

Step 3: From the **Drop-Down Menu**, under the **Actions** section, select **Copy**.

▼ Project Overview

Save

▼ ?

Q Type search criteria or press Enter

Advanced

Showing 10 of 13180

0 changed

J/P Nu...	Fed/State/OTA P...	Type	Descr	
0000049	CIRB- TRAVIS	39 - 39	GRADE, DRAIN. SURF	Actions
0000050	CIRB-	11 - BRIDGE AND APPRO	BRIDGE	Copy
0000514	STPY-072A(475)TF	STP - SURFACE TRANSP	LIGHTING	Copy Project Snapshot...
0001904	STP-49B(278)		GRADE AND DRAIN 8	Copy to Concept
0001910	STP-49B(279)	STP - SURFACE TRANSP	BRIDGE & APPROACH	Delete
				Exclude from Search Results
				Open

Step 4: In the **New Project ID** field, enter the needed Project ID.

Copy Project

▼ Copy Project: 0000049

New Project ID *

0000049

Project Description

GRADE, DRAIN. SURFACE AND BRIDGE

Federal/State/OTA Project Number

CIRB- TRAVIS

State Project Number

Step 5: Click the **Copy** button.



Copy



Spec Book

09 - Spec Year 2009

Unit System

English

Project Type

39 - 39

Urban/Rural

R - RURAL